

## JOB ANNOUNCEMENT VACANCY #03-FI-SEO-0002

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Agency:	State Education Office (SEO)
Division/Unit:	Grants Financial Management
Position:	Grant Budget Analyst
Grade/Step:	DS-560- 12/1-10
Salary Range:	\$45,629 - \$58,770
Area of Consideration:	Unlimited
Opening Date:	May 29, 2003
Closing Date:	June 12, 2003
Number of Vacancies:	One (1)

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**Position Description** - The incumbent serves as the assistant to the Grants Financial Management Unit, interprets major accounting policy guidelines to comply with legislation and accounting standards. Provides technical assistance on the overall operation of fiscal matters, and accounting and financial reporting system. Develops the annual budget for each federal grant, develops a financial reporting system, assists in developing the long-range financial goals and objectives of the State Agency. Approves all financial transactions processed in the System of Accounting and Reporting (SOAR). Approves program participant's budget. Responsible for complying with USDA financial regulations, resolves all financial issues cited in program reviews. Provides an analysis of program participant's financial activities; provides financial technical assistance to program participants and provide monthly financial reports. Prepares required USDA financial reports and prepares USDA close-out reports. Verifies accuracy of claims for reimbursement submitted by program participants and maintains the financial records of the State Agency and program participants.

**Qualification Requirements** - Must have a minimum of one year or more of specialized experience at a level of difficulty and responsibility comparable to the next lower grade level. An equivalent combination of education and experience may be substituted for the required level of specialized experience. Qualified applicants must meet time in grade requirements.

**Submission Information** - Interested and qualified candidates should submit a cover letter with salary history and a DC2000 (District of Columbia employment application) with resume to:

Office of Management and Administration (OMA)  
Human Resources Division  
941 North Capitol St, NE – Suite 1200  
Washington, DC 20002  
Fax: (202) 442-6413

*Employment with the District of Columbia Office of the Chief Financial Officer (OCFO) is at the pleasure of the Chief Financial Officer. A background investigation is mandatory for all OCFO employees. The OCFO is an equal opportunity employer. Applicants understand that a false statement on any part of their application may be grounds for not hiring them, or for firing them after they begin work (D.C. Code 1-617.1 (d)(1) et seq. (1991 Repl). Applicant understands that the making of a false statement and/or submitting untrue materials are punishable by criminal penalties pursuant to D.C. Code 22-2405 et seq. (1991 Repl). Applicant understands that any information he/she submits may be investigated as allowed by law or Mayoral order. Applicant consents to the release of information regarding his/her suitability for District of Columbia government employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. Applicant certifies that, to the best of his/her knowledge and belief, all statements are true, correct and complete.*

*In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 1-2501 et seq., ("the Act") the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. Harassment of persons on the basis of any protected category is prohibited.*